

Cancelling, Revising or Correcting Assessments

Office or Division:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Property Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requested letter		To be provided by the client		
Updated payment of Real property tax		Office of the Municipal Treasury		
Sangguniang Bayan Ordinance (Revising or Reclassification)		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register at the office log book and fill out the request form	1. Give the log book and request form to client	None	2 Minutes	<i>Administrative Aide</i> / Office of the Municipal Assessor
2. Submit required documents to the officer and wait for the requested to be evaluated	2. Receive the required documents and check for completeness	None	10 Minutes	<i>Municipal Assessor Assessment Clerk / Administrative Aide</i> /
	2.1 The Municipal Assessor evaluates the documents submitted		10 Minutes	Office of the Municipal Assessor
	2.2 Preparation of field appraisal and assessment sheet and updated tax declaration		12 Minutes	
3. Present the official receipt to the Municipal Assessor's Personnel	3. The Municipal Assessor's office personnel will process and transact for approval at the Provincial Assessor's Office	None	2 Days	<i>Municipal Assessor Assessment clerk /</i> Office of the Municipal Assessor
4. Receive documents requested	4. Issuance of Tax Declaration	None	1 Minute	<i>Municipal Assessor Administrative Aide</i> /
TOTAL:		None	2 Days 35 Minutes	Office of the Municipal Assessor